



DEPARTMENT OF THE ARMY
Headquarters, 1st Brigade, 1st Armored Division
UNIT 21104, Ray Barracks
APO AE 09074



AETV-THN-CO (600-20)

28 June 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #1, Commander's Open Door Policy

1. Soldiers assigned to the 1st Brigade Combat Team will be given every opportunity to see me regarding matters of personal or professional concern. Any officer, noncommissioned officer, soldier or civilian employee assigned to my command may see me by making an appointment with the Brigade Command Sergeant Major by calling 324-3800; officers and civilian employees may also contact the Brigade Executive Officer for an appointment. This policy will not be used to subvert established judicial, non-judicial and administrative mechanisms. Requests to see me by soldiers who are the subject of judicial, non-judicial or administrative action or the subject of an ongoing criminal investigation will be referred to the Staff Judge Advocate.

2. The strength of the Ready First Combat lies in our chain of command. We have a common focus and purpose to ensure the very best possible quality of life for every member of the command. Using the chain of command helps to ensure that "doors are open" to allow soldiers, family members and civilian employees to be heard. I encourage soldiers, family members and civilian employees to use their chain of command to voice complaints, seek assistance and address any matter of personal or professional concern.

3. This policy letter will be posted on the permanent section of all company and battalion bulletin boards within the 1st Brigade Combat Team.

READY FIRST!

//s//

SEAN B. MacFARLAND
COL, AR
Commanding

DISTRIBUTION:

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